



THE PRESIDENTIAL MANAGEMENT INTERN PROGRAM

**Information
and
Application
Package**



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"The Presidential Management Intern Program is very aptly named. It associates the prestige of the Chief Executive with this particular program. It is a mark of special recognition to be selected as a Presidential Management Intern. This program is concrete evidence that management excellence in the public sector and aggressive recruitment and training to promote that excellence is taken very seriously right at the top. Management excellence in the civil service is a personal concern of the President... as he's often made clear."

Constance Horner
Director, OPM

*As President of the United States of America,
it is hereby ordered as follows:*

- Section 1** There is hereby reconstituted the Presidential Management Intern Program. The purpose of the Program is to attract to the Federal service outstanding men and women from a variety of academic disciplines who have a clear interest in, and commitment to, a career in the analysis and management of public policies and programs. . . .
- Section 2** Eligible individuals are those who have pursued a course of study at the graduate level which demonstrates both an exceptional ability and the commitment stated above. Such individuals at the time of application must have recently received or must expect to receive soon an appropriate advanced degree.
- Section 3** The Office of Personnel Management shall . . . develop appropriate procedures for the recruitment, nomination, screening, placement, and continuing career development of outstanding individuals possessing the qualifications.

From Executive Order 12364

Background and Purpose

The Presidential Management Intern Program (PMIP) was established by Executive Order in 1977 and reconstituted by Executive Order 12364 in 1982. Its broadened purpose... "is to attract to the Federal service outstanding men and women from a variety of academic disciplines who have a clear interest in, and commitment to, a career in the analysis and management of public policies and programs."

The Program represents an innovative approach to meet the Federal Government's future need for competent administrators. Interns represent high-caliber graduates of their schools and are expected to possess a personal commitment to excellence, a strong capacity for leadership, exceptional ability evidenced through achievement, and a demonstrated commitment to a public service career. By drawing participants from the diverse student populations of the country's graduate schools, the Program provides a continuing source of trained and qualified men and women from a variety of social and cultural backgrounds to meet the challenges of public management. The Program is committed to applying merit factors to assure equal employment opportunity through the nomination of qualified minorities, women, handicapped individuals, and veterans.



The Program

The Presidential Management Intern Program provides a special means of entry into the Federal service for recipients of graduate degrees who have demonstrated an interest in the management or analysis of public policies and programs. Each year, a limited number of interns (approximately 200 in recent years) will receive two-year appointments, unless a third year is approved, to developmental positions in the Federal Government. These internships differ from most entry-level positions in their emphasis on career development. Through a variety of rotational assignments, seminars, discussion groups, career counseling, and other activities, Interns may be exposed to a wide range of management areas and issues. Interns who satisfactorily complete their internships, and meet all other requirements prescribed by the Office of Personnel Management (OPM), may have their appointments converted to competitive civil service status without further competition.

The Program provides a channel through which an individual may apply the knowledge acquired from graduate study and enhance those skills and abilities necessary for a successful career. A two-year internship does not usually prepare an intern to assume supervisory responsibilities immediately upon completion of the Program; however, the unique experience gained in the internship should result in individuals who are especially well suited to becoming managers later in their careers. The internship is intended to be the starting point for individuals wishing to pursue a career in the Federal service.

Internship Positions

Recognizing the men and women selected for this Program as a valuable source of new ideas and insights, Federal departments and agencies strive to provide Interns with challenging and rewarding assignments. All cabinet departments and more than 30 Federal agencies have hired Presidential Management Interns. These Interns are assigned to staff units in administrative and managerial services or to operating program offices.

Offers of employment are made by participating agencies to individuals desiring experience in a variety of functional areas as well as those with specific program or management interests. In addition, agencies may offer generalist positions such as management analyst, personnel management specialist, budget analyst, systems analyst, administrative assistant, international trade specialist, and grants/contracts policy analyst.

The need to actively pursue internship opportunities is particularly essential for finalists who cannot or prefer not to work in Washington, D.C. Less than one-third of the PMIP positions are outside the Washington, D.C., area, with most located at military and scientific installations outside major metropolitan areas. Finalists with geographic limitations may have difficulty securing positions in their primary program and management areas of interest.

Presidential Management Interns receive two-year excepted service appointments. Most Interns start at Grade 9, Step 1 (approximately \$22,900). Interns are entitled to fringe benefits, including health and life insurance, retirement, annual leave, and sick leave.



Career Development

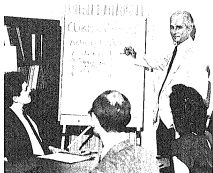
The Presidential Management Intern Program places a major emphasis on career development.

Developmental opportunities are offered by both the Intern's employing agency and the U.S. Office of Personnel Management (OPM).

From the beginning of the Program, many Interns have actively planned and organized a variety of activities and associations which fulfill professional and personal needs and are independent of the Presidential Management Intern Program Office.

Agency Activities

Interns will receive on-the-job training and development from their employing agency. An Individual Development Plan will be designed with each Intern, identifying objectives and opportunities for career development. This will include exposure to functional management areas which may take the form of rotation among offices in a Federal agency or between headquarters and field offices, or training courses. In addition, agencies may conduct orientations, seminars, and other special activities for their Presidential Management Interns.



Office of Personnel Management Activities

A PMIP career development program is conducted for the Interns throughout their two-year appointment. This program seeks to provide a unique perspective of how Federal programs are managed and to assist Interns in applying the tools of management within their specific work environment. Commencing with an orientation, the program will include residential seminars, cluster group meetings, special briefings and workshops, and other activities. The career development program is provided for all Interns regardless of the geographic location of their jobs.



Eligibility

Students who complete or who expect to complete an eligible advanced degree focusing on the analysis or management of public policies and programs from an accredited U.S. college or university during the **current** academic year are eligible to be nominated for the Program.

Graduate degrees from foreign universities will be considered on an individual basis to the extent they are equivalent to degrees granted by U.S. institutions.

Citizenship

Interns must be citizens of the United States. However, individuals may be nominated who have not yet been granted citizenship but who expect to receive citizenship status by the start of the Presidential Management Internship.

Eligible Degrees

In order to be eligible, the course of study pursued at the graduate level must demonstrate both an exceptional ability and a commitment to a career in the analysis and management of public policies and programs.

Such a commitment may be demonstrated by:

- A sequence of courses, a specific curriculum, or course work in which management and/or public policy issues are studied in a governmental context,
- A public sector internship utilizing management or analytical skills, undertaken in conjunction with the graduate degree, or
- Employment in a public or not-for-profit organization concurrent with academic work on the graduate degree. Such employment need not be part of the degree requirements but must utilize management analytical skills in a governmental agency setting.

Thus a variety of academic disciplines are eligible, so long as this public service commitment is demonstrated.

Date of Degree

An individual must have received, or be scheduled to receive, an eligible degree during the **current** academic year (September 1-August 31) to be nominated.

Exceptions to this requirement may be granted only in unusual situations where, because of unanticipated circumstances, an individual completes his or her graduate degree requirements 1-3 months ahead of schedule. Since in some cases the actual awarding of the degree may be delayed, individuals who are expected to complete all degree requirements during the current academic year may be nominated.

Presidential Management Internships cannot be used to fulfill a degree requirement. **All** degree requirements must be met at the time of appointment to an internship.

Applications

Application materials are made available to graduate schools in the early fall. The complete set of application materials is located in the back portion of this package. The application materials include the following:

- Institutional Nomination Form,
- Application Form, and
- Independent Evaluations.

The Application Form, Independent Evaluations, and the Institutional Nomination Form must be completed for each nominee. Additional application packages may be obtained by contacting any of the OPM offices listed on the back cover of this package.

Nominations

Nominating Officials

Nominations should be made by the college or university official who has an appropriate knowledge of the nominee's abilities and achievements. In cases where an academic degree-granting program constitutes its own graduate school, nominations should come from the school dean. When an academic degree-granting program does not constitute its own school, nominations should come from the academic program director or chairperson.

Nominations from individual professors, advisors, or placement counselors will not be accepted.

The Institutional Nomination Form is an integral part of the selection process. The certification statement on the Institutional Nomination Form must be signed by the appropriate academic dean, director or chairperson. (The term "dean," as used here, applies to all appropriate nominating officials; "school" applies to both graduate schools and individual degree-granting programs. A "degree-granting program" refers to separate academic programs, not to separate degrees offered by one academic program.)

Number of Nominees per Degree-Granting Program

1. Each degree-granting program may nominate up to 15 percent (but not over 40 individuals) of its total number of graduates who received eligible degrees during the previous academic year.
Each degree-granting program, regardless of size, may nominate three (3) individuals.
2. When special circumstances warrant, such as when the current academic year represents the first graduating class, some adjustments may be made by the U.S. Office of Personnel Management. Requests for adjustments in the maximum number of nominations a school is permitted to make should be addressed to the Deputy Chief of the Programs Division, Office of Affirmative Recruiting and Employment.

Nominees' Qualities and Abilities

To be nominated, students must have demonstrated academic excellence, capacity for leadership, high potential for future professional growth, and commitment to and clear interest in a public service career. Nominating officials sign a certification statement to this effect on the Institutional Nomination Form. In addition, nominated students should have excellent communication and interpersonal skills, sound judgment, and superior ability in organizing, planning, problem analysis, and decision making.

Competitive Nomination Procedures

Colleges and universities should develop a pool of potential nominees through a broad dissemination of PMIP information. The U.S. Office of Personnel Management can provide additional copies of Program materials for placement offices and for use in class announcements and informational meetings.

A competitive nomination process should be devised to ensure that all students interested in the Program receive consideration. Each school may design its own process for selecting nominees and is encouraged to develop internal screening procedures. Several schools have found screening sessions, in which interested students participate in group and individual problem-solving exercises, helpful in identifying exceptional nominees and in preparing them for the PMIP regional screening panels. Various schools have used screening panels comprised of faculty members, student representatives, and public service managers to evaluate the students' leadership, judgment, "team work," communication skills, organizing, planning, problem analysis and decision-making abilities, and potential for public service careers. Colleges and universities may wish to consider such a screening process when designing procedures for selecting nominees.

Except as explained below, the Office of Personnel Management does not become involved in any school's internal nomination process. Both the procedures for selecting students to nominate and the actual selection of the nominees are at the discretion of the appropriate school officials. The school, however, is obligated to devise a competitive nomination process which ensures that selection is determined on the basis of relative ability, knowledge, and skills, after fair and open competition which assures that all receive equal opportunity.

Requirements for Schools in Which Honorably Discharged Veterans Are Applying for Nomination

Individuals who wish to be nominated must be rated by their school as either qualified or not qualified for nomination and should be notified of their status.

Those whom the school decides to nominate must come from the school's qualified group, and within the limit of the number of nominees permitted the school. All honorably discharged veterans with Federal veterans' preference entitlement in the qualified group must be nominated. Schools will need to determine which of the qualified individuals have Federal veterans' preference entitlement in order to ensure their nomination. These individuals must submit verification of their Federal veterans' preference entitlement along with their application to the PMIP Review Committee.

Veterans who believe they meet their school's nomination requirements, but who are not nominated, have the right to appeal their non-nomination to the U.S. Office of Personnel Management.

Students of American Indian Descent

Indian preference applies to all positions within the Bureau of Indian Affairs of the U.S. Department of the Interior. Students who are members of a Federally recognized tribe and who are interested in pursuing employment with this Bureau should submit a certificate of blood quantum from their home agency in addition to the other forms that are required.

Equal Employment Opportunity

The Federal Government is an Equal Opportunity Employer. Hiring and advancement in the Government are based on qualifications and performance, regardless of your race, color, creed, religion, sex, age, national origin, or disability.

It is the goal of the Presidential Management Intern Program to bring to the Federal service the very best individuals interested in public management. By drawing participants from the diverse graduate student populations, the Program is intended to create a continuing source of highly trained and qualified men and women from a variety of social and cultural backgrounds to meet the challenges of governmental management. *Nominating officials are expected to make special efforts to identify highly qualified individuals, representative of the total workforce, who evidence potential for management or policy analysis development.*

Submission of Application Materials

The Institutional Nomination Form and Application, with **two additional copies of each**, should be submitted together with two Independent Evaluations and one official copy of all transcripts to:

PMIP Review Committee
P.O. Box 6330
Princeton, NJ 08541-6330

Application materials should be assembled and submitted by the nominating program.

All application materials must be postmarked by December 1, 1988. Nominees whose materials are postmarked after this date will not be considered for the Program. Schools and nominees share a joint responsibility for the timely submission and receipt of all materials.

Securing a Federal Position

Information on finalists will be made available to participating Federal agencies for placement. Information on Federal internships will be made available to Interns. Although it is expected that all interns will receive job offers, employment is not guaranteed. Finalists will need to take an active role in the referral and placement process and should expect to follow a course of action similar to that which they would employ if competing in the open market.

Offers of employment are made by participating agencies. It is expected that by early fall, finalists will have accepted offers and internships will be under way. Individual starting dates are arranged at the convenience of the finalist and agency involved.

Interns should not expect to start work prior to the completion of **all** graduate degree requirements.

Interns who work at Federal agencies are subject to those agencies' policies and procedures regarding budget constraints, staffing patterns, reorganizations and/or reductions in force.

PMIP Calendar

December

December 1: Postmark deadline for submission of applications to:

PMIP Review Committee
P.O. Box 6330
Princeton, NJ 08541-6330

Late December: All applications are screened for basic eligibility.

January

Applications of eligible nominees are evaluated. Semifinalists are selected and notified of procedures for regional screening panel sessions. All other nominees are notified of their status.

February

Semifinalists are interviewed by regional screening panels and will complete a writing sample exercise.

March

Finalists and alternates are selected and notified of their status.

April-October

Information on finalists is made available to agencies, job information is made available to finalists, hires by agencies are made, and internships begin.

PRIVACY ACT STATEMENT

Executive Order 12364, Presidential Management Intern Program, authorizes solicitation of this information, which will be used primarily to select finalists for participation in the Program. The information may also be used to publicize your selection for and participation in the program, and may also be furnished to the agency wherein employed.

Executive Order 9397 authorizes solicitation of your Social Security Number (SSN) for use as an identifier in personal records management, thus ensuring proper identification of the candidates throughout the selection and employment process. Furnishing your SSN, or any of the other data, is voluntary. However, failure to do so may prevent timely processing of your application or may prevent consideration for this Program.

NOTICE TO VETERANS

Honorably discharged veterans with Federal veterans' preference entitlement who believe they meet their school's qualification standards for nomination, but who are not nominated, may appeal their non-nomination by writing to the Chief of the Presidential Management Intern Program, U.S. Office of Personnel Management. Appeals should be made by December 18 in order that individual decisions may be rendered prior to the commencement of the second stage of the selection process. Appeals must be accompanied by proof of the individual's veterans' preference entitlement. (See number 9 of the "Application Instructions" for information on the specific forms required.)

NOTICE TO AMERICAN INDIANS OF FEDERALLY RECOGNIZED TRIBES

Indian preference applies to all positions within the Bureau of Indian Affairs of the U.S. Department of the Interior. Students who are members of a Federally recognized tribe and who are interested in pursuing employment with this Bureau should submit a certificate of blood quantum from their home agency in addition to the forms that are required in this package.

APPLICATION INSTRUCTIONS

This package contains the forms for applying for the Presidential Management Intern Program (PMIP): Institutional Nomination Form, Application Form, and Independent Evaluation.

1. The **Institutional Nomination Form** is an integral part of the selection process. Nominations should be made by a university official with an appropriate knowledge of the nominee's abilities and achievements. The certification statement on the Form must be signed by the dean, director, or chairperson of the student's graduate degree program. Nominations from individual professors, advisors, or placement counselors will not be accepted. **All applications must be accompanied by an appropriately completed Institutional Nomination Form.** Applications submitted without a nomination will not receive consideration for the Program.
2. The **Application Form** should be filled out only after reading the instructions that precede it. The first two pages of the application are self-coding. Type ALL responses and limit your replies to the space provided, except where essential to answer a question fully or where an explanation on a separate sheet is specifically requested. Put your name and social security number on any attachments. Be sure to **sign** your application.
3. Your application must be accompanied by **two Independent Evaluations** furnished by individuals knowledgeable enough about you to provide insight into your qualifications, character, and potential for a career in the analysis and management of public policies and programs. One evaluation should be from an employer in either a public or private sector environment and one from an academic individual other than the one who nominated you. These forms are provided in this application package. Have each form completed and returned to you in a sealed envelope for submission with your application.
4. You must submit one official copy of all transcripts covering your complete undergraduate and graduate programs to date. If you are currently enrolled in a one-year program and do not have course grades yet, please submit an official copy of the courses for which you are registered.
5. You will find a receipt postcard as part of the back cover of this brochure. If you wish confirmation that your application has been received, complete and return the postcard with your application.

The forms listed below must be submitted **TOGETHER, POSTMARKED ON OR BEFORE DECEMBER 1, TO:**

PMIP Review Committee
P.O. Box 6330
Princeton, NJ 08541-6330

1. Institutional Nomination Form, with **two additional copies.**
2. Application Form, with **two additional copies.**
3. Two Independent Evaluations contained in their original sealed envelopes.
4. One official copy of all transcripts covering your complete undergraduate and graduate programs to date.
5. Receipt postcard if you desire confirmation that your application has been received.

Please make certain that all copies are readable and can be further duplicated. It is suggested that student and nominating officials retain an extra copy of these forms for their files.

All applications must be postmarked by December 1. Students and schools share the responsibility for timely submission and receipt of all application materials. **Application materials postmarked after December 1, or those that are incomplete, will not be considered.**

Do not submit materials separately. Do not submit material other than that specifically requested. It will not be used in the selection or placement processes and will not be entered in your file.

INSTITUTIONAL NOMINATION FORM

Form Approved
OMB No. 3208-0082

The Presidential Management Intern Program

Important Note: This form must be completed for each nominee and attached to the student's Application Form.

1. Name of Nominee

I certify that the above-named student, an applicant for the Presidential Management Intern Program, is a student in good standing of this university, that this person has shown a clear interest in and a commitment to a career in the public service and is expected to receive an advanced degree during the current academic year. Furthermore, I certify that this student has been selected using competitive nomination procedures and has demonstrated academic excellence, sound judgment, capacity for leadership, and potential for future professional growth and development. Finally, I certify that this individual is one of the very best students in this university program and upon completion of this program will fully meet all the criteria to be a nominee for the Presidential Management Intern Program.

2. Full Name of Dean or Department Chairperson Making This Nomination

3. Name and Address of Academic Institution

4. Title

5. Name of Graduate School or Program

6. Signature of Nominating Official

7. Date (month, day, year)

8. Office Phone Number
(including area code)

9. Why was this individual selected as a PMP nominee? What criteria were used for nominee selection and how does this candidate meet them?

10. What do you see as this student's greatest growth or improvement during the period of his or her graduate education? What, if any, are the student's weaknesses?

11. Please supply a brief narrative citing specific examples of the student's strengths in the areas of: intellectual ability; judgment; leadership and willingness to assume responsibility; ability to work effectively with others; commitment to public program analysis or management as a career; and personal initiative, such as that demonstrated in overcoming socioeconomic barriers in achieving education.

APPLICATION INSTRUCTIONS

Instructions for Completing Pages 1 and 2

Please use typewriter and make sure that entries are readable on the two copies you submit with the original. Use only capital letters on page one of the application and put a slash mark through any zeros (0). If there is insufficient space to complete an item, enter only as many letters as boxes provided.

Read the instructions for each item before completing the data entry boxes for that particular item.

ITEM INSTRUCTIONS

1. **Social Security Number:** Self-explanatory.
2. **Title:** Enter either 01 (Mr., Br.) or 02 (Ms, Miss, Mrs., Sr.).
- 3-5. **Name (Last, First, Middle Initial):** Self-explanatory.
6. **Legal Residence:** Enter one of the following two-letter abbreviations.

AL Alabama	GA Georgia	MD Maryland	NM New Mexico	SD South Dakota
AK Alaska	GU Guam	MA Massachusetts	NY New York	TN Tennessee
AZ Arizona	HI Hawaii	MI Michigan	NC North Carolina	TX Texas
AR Arkansas	ID Idaho	MN Minnesota	ND North Dakota	UT Utah
CA California	IL Illinois	MS Mississippi	OH Ohio	VT Vermont
CZ Canal Zone	IN Indiana	MO Missouri	OK Oklahoma	VI Virgin Islands
CO Colorado	IA Iowa	MT Montana	OR Oregon	VA Virginia
CT Connecticut	KS Kansas	NE Nebraska	PA Pennsylvania	WA Washington
DE Delaware	KY Kentucky	NV Nevada	PR Puerto Rico	WV West Virginia
DC District of Columbia	LA Louisiana	NH New Hampshire	RI Rhode Island	WI Wisconsin
FL Florida	ME Maine	NJ New Jersey	SC South Carolina	WY Wyoming

7. **State and Local Interest:** Self-explanatory.
8. **Geographic Availability:** Enter the code which best identifies where you will accept a job.
If you will accept a job in only a specific location (e.g., one city or state), you may write the name of that location in the space following the code boxes. However, you must also enter the most appropriate code from the list below.

- | | |
|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| 12—Anywhere in the U.S. | 05—Only in the Chicago Area
(Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin) |
| 11—Only in the Washington, D.C., Metropolitan Area | 04—Only in the Atlanta Area
(Alabama, Florida, Georgia, Kentucky, Mississippi, Tennessee, North Carolina, South Carolina) |
| 10—Only in the Seattle Area
(Alaska, Idaho, Oregon, Washington) | 03—Only in the Philadelphia Area
(Delaware, Maryland, Pennsylvania, Virginia, West Virginia) |
| 09—Only in the San Francisco Area
(Arizona, California, Hawaii, Nevada) | 02—Only in the New York Area
(New Jersey, New York, Puerto Rico) |
| 08—Only in the Denver Area
(Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming) | 01—Only in the Boston Area
(Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont) |
| 07—Only in the St. Louis Area
(Iowa, Kansas, Missouri, Nebraska) | |
| 06—Only in the Dallas Area
(Arkansas, Louisiana, New Mexico, Oklahoma, Texas) | |

9. **Veterans' Preference:** Enter the number in the box which identifies your veterans' preference. If you are claiming veterans' preference, you must include with your application a copy of your Form DD 214. In addition, if you claim a 10-point preference, please complete and attach Standard Form 15, "Application for 10-Point Veterans' Preference," together with the proof called for in that form.

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| 1 No veterans' preference | 4 10-point compensably disabled (30% or more) |
| 2 5-point preference based on active duty in the Armed Forces (if marked, you will be required to support your claim at the time you apply) | 5 10-point non-compensably disabled or Purple Heart recipient |
| 3 10-point compensably disabled (less than 30%) | 6 10-point spouse |
| | 7 10-point widow(er) or mother |

10. **Birthdate:** Enter month, day, year (for example, March 3, 1954, would be entered 030354).

NOTE: YOU MUST ANSWER QUESTIONS 11 AND 12 FOR YOUR APPLICATION TO RECEIVE ANY CONSIDERATION.

11. **U.S. Citizenship:** Self-explanatory.

12. **Date of Degree:** Enter the month and year you completed or expect to complete your current graduate degree.

- 13-14. **Home and Other Phones:** Enter the area code and number of your current home phone and of a second phone (e.g., at work, relative's) where you can be contacted or a message can be left.

- 15-18. **Current Address:** Use standard abbreviations.

19. **Until:** If you anticipate leaving the current address you entered under items 15-18 before next June, enter the approximate month/day/year after which that address will not be valid.
IF YOU DO NOT ANTICIPATE MOVING FROM YOUR CURRENT ADDRESS, LEAVE ITEM 19 BLANK.

- 20-23. If you entered a moving date in item 19, please provide an alternative address where mail will reach you or will be forwarded to you. IF YOU LEFT ITEM 19 BLANK, DO NOT MAKE ENTRIES IN ITEMS 20-23.

24. **University:** Enter the full name of the university or college, and of the school or department, from which you are receiving your graduate degree.

DO NOT MARK IN SHADED BOXES.

25. **Graduate Degree:** Enter the code below which most appropriately identifies the graduate degree you are receiving this academic year. If you are receiving a dual degree, enter the code for the one degree you feel is most relevant to this Program; you will have the opportunity to record the second degree under item 26.

NOTE: THIS LISTING OF GRADUATE DEGREES DOES NOT INDICATE ELIGIBILITY OF A LISTED DEGREE NOR DOES IT IMPLY INELIGIBILITY FOR A DEGREE NOT LISTED.

MASTER'S DEGREE IN:

- | | |
|-----------------------------------------------------------|---------------------------------------------|
| 01 Public or government administration/management | 10 Human resources or social administration |
| 02 Public policy | 11 Social work |
| 03 Urban, city, and/or regional administration/management | 12 Community development |
| 04 Planning | 13 Public health or health administration |
| 05 Criminal justice or administration of justice | 14 Political or international economics |
| 06 International affairs/administration | 15 Educational administration |
| 07 Political science/government | 16 Industrial relations |
| 08 Business administration | 17 Natural resources |
| 09 Management/administration | 18 Technology or engineering |
| | 26 (Master's degree in an area not listed) |

DOCTORAL DEGREE IN:

- | | |
|---------------------------------------------------|--------------------------------------------|
| 31 Public or government administration/management | 36 Business administration |
| 32 Public policy | 38 Educational administration |
| 33 Planning | 40 (Doctoral degree in an area not listed) |
| 34 Political science/government | |

26. **Other Graduate Degree:** Enter the appropriate code indicating any graduate degree, other than that in Item 25, that you have received.

- | | |
|----------------------------------------------------|------------------------------------------------------------------------|
| 1 No other graduate degree | 6 Master of management/business administration |
| 2 Master of arts and letters or education | 7 Master of public administration/political science/
policy studies |
| 3 Master of engineering or science discipline | 8 JD or other law degree |
| 4 Master of social or behavioral science | 9 (Master's or Doctoral degree in an area not listed) |
| 5 Master of public health or health administration | |

27. **Desired Regional Screening Panel Site:** Item 27 lists potential locations of regional screening panels. Please check the site which will be the most convenient to you in February. We cannot guarantee scheduling at your desired site but we will attempt to schedule you for a panel as close as possible to your indicated location.

28. **Special Physical Arrangements:** Self-explanatory.

29-31. **Academic Experience:** Self-explanatory.

32. **Professional Experience:** Enter the code from the list below which correctly describes the length of your professional experience in each of the employment areas.

- | | |
|--------------------------------------------------|-----------------------------------------------|
| 0 No experience | 3 1 to 3 years full-time or its equivalent |
| 1 Less than 6 months full-time or its equivalent | 4 3 years or more full-time or its equivalent |
| 2 6 months to 1 year full-time or its equivalent | |

33-34. **Knowledge:** Enter the code from the list below which most accurately identifies the area of your greatest public program analysis or management knowledge in: Academic Studies [33], and Applied situations (employed or volunteer) [34]. If you feel that your knowledge is very broad based or is that of a generalist, enter 2195 (Administrative and Management Processes).

- | | |
|----------------------------------------------------------|-----------------------------------------------|
| 2195 Administrative and Management Processes | 0798 Quantitative Methods/Information Systems |
| 2197 Policy Analysis | 2196 Urban/Intergovernmental Affairs |
| 0597 Individual/Group/Organizational Theory and Dynamics | 2210 International Relations |
| 0599 Procurement/Contracts/Grants | 2105 Criminal Justice Administration |
| 0515 Personnel/Labor Relations/Employee Development | 1214 Public Health Administration |
| 0598 Finance/Economics/Budgeting/Accounting | 0206 City/Community/Regional Planning |
| | 2101 Human Resources/Community Service |
| | 0115 Natural Resources/Environment |

35. **Applied Knowledge Experience:** Enter the amount of your experience in the Applied area you identified in Item 34. Use the same "length of experience" codes used for Item 32.

Instructions for Completing Pages 3 through 7

Please type all responses. Answer all questions completely in the space provided. If additional space is needed, you may attach sheets of paper of the same size as this page. Make sure your name and social security number (SSN) are on any attachments. **Note: No additional sheets of paper will be accepted for questions 40-41 found on pages 6 and 7.** If an item does not apply to you, or if there is no information to be given, please write the letters "N.A." for Not Applicable.

Be sure to sign the certification statement on page 7. You cannot be selected for the Program without a signed Application Form.

APPLICATION FORM

Form Approved
OMB No. 3296-0052

The Presidential Management Intern Program

Important Note: Complete this form only after reading instructions on previous pages.

A. PERSONAL INFORMATION

1. Social Security Number	2. Title
<input type="text"/>	<input type="text"/>

3. Last Name	4. First Name	5. M. I.
<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Legal Residence	7. May we refer your name for possible consideration for (If "YES," check box(es).)	8. Geographic Availability	9. Veterans' Preference
<input type="text"/>	<input type="checkbox"/> State or Local Governments <input type="checkbox"/> Other Public Organizations	<input type="text"/>	<input type="text"/>

10. Birthdate (Month, Day Year)	11. Are you a U.S. citizen? (Check one box.)	12. Date of Degree
<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>

13. Home Phone—Include Area Code	14. Other Phone—Include Area Code
<input type="text"/>	<input type="text"/>

15. Current Address (Items 15-18)—Street Number and Name
<input type="text"/>

16. City	17. State	18. Zip Code	19. Until...
<input type="text"/>	<input type="text"/>	<input type="text"/>	Month Day Year

20. Address at which mail will always reach you, if different from current address (Items 21-23) Street Number and Name
<input type="text"/>

21. City	22. State	23. Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

24. University/School/Department	25. Graduate Degree	26. Other Graduate Degree
<input type="text"/>	<input type="text"/>	<input type="text"/>

27. Desired Regional Screening Panel Location (See instructions. Please check only one regional location.)

Atlanta Region

- ☐ Atlanta, GA
☐ Orlando, FL
☐ Raleigh, NC

Chicago Region

- ☐ Chicago, IL
☐ St. Louis, MO

Dallas Region

- ☐ Dallas, TX
☐ Denver, CO

Philadelphia Region

- ☐ Philadelphia, PA
☐ Pittsburgh, PA
☐ New York, NY
☐ Boston, MA

San Francisco Region

- ☐ San Francisco, CA
☐ Los Angeles, CA
☐ Seattle, WA

Washington, DC

- ☐ Washington, DC

27A. Availability Dates

28. If you will require special physical arrangements or assistance at the regional screening panel, please check this box. You will be contacted and preparations will be made in advance.

B. KNOWLEDGE AND EXPERIENCE

29. List each of your graduate-level courses in public sector management or public policy analysis under the area heading most appropriate to its primary focus. You may list courses you anticipate taking during the next academic term. List each course title on a separate line or place slash marks between courses. In the box beside each area heading, enter the number of graduate courses you have taken in that area. If you have not taken any courses in a given area, enter 0. If you have taken nine or more courses in an area, enter 9. If selected as a Presidential Management Intern, finalists must verify graduate course work at time of appointment.

COURSES

A. General Administrative and Management Processes

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

C. Program and Policy Analysis

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

E. Political Processes

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

G. Individual/Group/Organization - Theory and Dynamics

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

COURSES

B. Employment/Personnel/Labor Relations

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

D. Finance/Budgeting/Economics/Accounting

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

F. Quantitative Methods/Information Systems

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

H. Other

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

30. Was a public sector internship part of your graduate degree requirements?

YES

NO

31. Give the actual or proposed subject of your thesis, dissertation, or major academic research work.

32. Professional Experience (See instructions)

<input type="checkbox"/> Federal (Non-Military) (Includes Federal Government or Congressional Employment)	<input type="checkbox"/> Private Sector (Includes Self-Employment)	<input type="checkbox"/> State or Local (Includes State and Local Governments and Intergovernmental Public Agencies)
<input type="checkbox"/> Educational (Teaching, Graduate Assistantships and Educational Administration)	<input type="checkbox"/> Not-For-Profit (Organizations or Associations)	<input type="checkbox"/> Armed Services (Leadership Capacity Only)

33. Academic Knowledge

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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34. Applied Knowledge

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

35. Applied
Knowledge
Experience

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

Name (Last, First, M.I.)

C. ACADEMIC BACKGROUND

36. Name and location (City, State and Zip Code, if known) of all colleges or universities attended, beginning with your current school and working back. Account for any gaps in time between periods in college.	Dates Attended		Credits Completed (Semester = S, Quarter = Q)	Major Field of Study	Grade Point Average and Base	Degree Title and Year Received, or Month and Year Expected
	From	To				

D. WORK EXPERIENCE

37. In blocks a-d describe in detail your work experience. Please account for ALL time over the past 10 years, or since high school, if applicable. Incorporate in your description of duties information about progression in your work assignments; the nature, variety, and complexity of your achievements; the scope and level of your responsibility and your relationship to other factors which help describe your job. Please list your work experience in chronological order, beginning with your most recent job. Do not submit agency or company position descriptions. Describe the experience in your own words.

May inquiry be made of your present employer regarding your character, qualifications, and record of employment?

☐ Yes

☐ No

a. Name and Complete Address of Employer	Dates Employed	Salary or Earnings		Average Hours per Week
		Beginning \$	Per \$	
	From: To:	Ending \$	Per \$	
	If Federal Service, Civilian or Military Series, Grade, or Rank, and Date of Last Promotion	Exact Title of Your Position		
Name and Phone Number of Immediate Supervisor	Number and Kind of Employees You Supervised	Kind of Business or Organization		

Reason for Leaving:

Description of Duties:

b. Name and Complete Address of Employer	Dates Employed	Salary or Earnings		Average Hours per Week
		Beginning \$	Per \$	
	From: To:	Ending \$	Per \$	
	If Federal Service, Civilian or Military Series, Grade, or Rank, and Date of Last Promotion	Exact Title of Your Position		
Name and Phone Number of Immediate Supervisor	Number and Kind of Employees You Supervised	Kind of Business or Organization		

Reason for Leaving:

Description of Duties:

Name (Last, First, MI)

c. Name and Complete Address of Employer	Dates Employed	Salary or Earnings	Average Hours per Week
	From: To:	Beginning \$ Per Ending \$ Per	
	If Federal Service, Civilian or Military Series, Grade, or Rank, and Date of Last Promotion	Exact Title of Your Position	
Name and Phone Number of Immediate Supervisor	Number and Kind of Employees You Supervised	Kind of Business or Organization	
Reason for Leaving:			

Description of Duties:

d. Name and Complete Address of Employer	Dates Employed	Salary or Earnings	Average Hours per Week
	From: To:	Beginning \$ Per Ending \$ Per	
	If Federal Service, Civilian or Military Series, Grade, or Rank, and Date of Last Promotion	Exact Title of Your Position	
Name and Phone Number of Immediate Supervisor	Number and Kind of Employees You Supervised	Kind of Business or Organization	
Reason for Leaving:			

Description of Duties:

Name (Last, First, MI)

In each of the questions contained in Sections E and F, please specify how your degree and/or extracurricular activities demonstrate your commitment and interest in a public service career.

E. ACTIVITIES AND ACHIEVEMENTS

38. List the major college, civic, business, and professional activities in which you have participated during the past five years. Describe the extent, duration, and significance of your involvement. Also, list any awards or special recognition you have received for these activities. Do not list any information that you included under Item 37—Work Experience.

-
39. List any outstanding accomplishments, such as awards or publications, not mentioned above. Also, list the foreign and/or computer languages of which you have knowledge, and indicate your present level of proficiency—excellent, good, fair.

F. The following questions are designed to give the selection committee a sense of: (1) your professional interest in the Federal service and your motivation for a Presidential Management Internship; and (2) the quality of your thinking and writing about issues of public policy and program management. The answers to these questions should be typed in the blank space provided after each question (no additional sheets will be accepted).

40. Describe in what area(s) of public policy or program management your career interests lie and in which Federal agency or agencies you would want to work, if selected as a PMI.

41. Select and analyze an issue of public policy or program management which is of particular concern to you from those you have identified above. Your discussion should be in the form of a policy recommendation to an Executive Branch official and should also include a factual description of the matter at issue, your opinion on it, your recommendations for changes, if any, and the reasons for supporting your opinion and recommendations.

Answer Items 42 through 44 by placing an "X" in the proper column.

	YES	NO
42. Veterans' Preference		
A. Have you served on active duty in the United States Military Service? If your only active duty was training in the Reserves or National Guard, answer "NO". If "NO", go to Item 43.		
B. Were you honorably discharged from the military service? If your discharge was changed to "honorable" or general" by a Discharge Review Board, answer "YES". If you received a clemency discharge, answer "NO". If "NO", explain in Item 45 below		
Note: A conviction or a firing does not necessarily mean you cannot be appointed.		
43. During the last 10 years, were you fired from any job for any reason, did you quit after being told that you would be fired, or did you leave by mutual agreement because of specific problems? If "Yes", write in Item 45 below for each job: (a) the name of the employer; (b) the approximate date you left the job; and (c) the reason(s) why you left.		
44. When answering questions A, B, C, D and E you may omit: (1) traffic fines of \$100.00 or less; (2) any violation of law committed before your 18th birthday, if finally decided in juvenile court or under a youth offender law; (3) any conviction set aside under the Federal Youth Corrections Act or similar State law; (4) any conviction whose record was expunged under Federal or State law.		
A. Have you ever been convicted of or forfeited collateral for any felony?		
A felony is defined as any violation of law punishable by imprisonment of longer than one year, except for violations called misdemeanors under State law which are punishable by imprisonment of two years or less.		
B. Have you ever been convicted of or forfeited collateral for any firearms or explosives violation?		
C. During the last 10 years have you forfeited collateral, been convicted, been imprisoned, been on probation, or been on parole? Do not include violations reported in A or B above.		
D. Are you now under charges for any violation of law?		
E. Have you ever been convicted by a court-martial? If no military service, answer "NO".		
IF YOU ANSWERED "YES" TO ANY PART OF ITEM 44, GIVE DETAILS IN ITEM 45 BELOW. For each violation write the: (1) date; (2) charge; (3) place; (4) court; and (5) action taken.		
45. Additional Space for Answers (Write the number to which each answer applies. If you need more space, use sheets of paper the same size as this page. On each sheet write your name and SSN).		

46. Signature, Certification, and Release of Information**YOU MUST SIGN THIS APPLICATION.** Read the following carefully before you sign.

A false statement on any part of your application may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by fine or imprisonment (U.S. Code, Title 18, Section 1001).

I understand that any information I give may be investigated as allowed by law or Presidential order;

I consent to the release of information about my ability and fitness for Federal employment by employers, schools, law enforcement agencies and other individuals or organizations, personnel staffing specialists, and other authorized employees of the Federal Government.

I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.

SIGNATURE (Sign each application in dark ink)

DATE SIGNED (Month, day, year)

INDEPENDENT EVALUATION*

The Presidential Management Intern Program

APPLICANT: Please print or type your name: _____

The Presidential Management Intern Program (PMIP) seeks to attract to the Federal service outstanding men and women from a variety of academic disciplines who have a clear interest in, and commitment to, a career in the analysis and management of public policies and programs.

The above-named individual has been nominated for the PMIP. A limited number of finalists (approximately 260 in recent years) are selected for PMIP each year. To assist in the selection of interns, the Office of Personnel Management and the PMIP Review Committee would like your evaluation of the nominee's personal characteristics, potential for a career in public program analysis or management, and motivation. On what criteria do your judgments rest? How does this candidate meet them? We urge you to be as candid as possible, citing any particular incidents that illustrate the nominee's maturity, initiative, and potential. Your prompt submission of this form will be most helpful, as the nominee can neither complete his or her application nor be considered without your remarks. You should be aware, however, that this form, including your identity, is subject to release under the Privacy Act and the Freedom of Information Act, and upon request will be shown to the applicant.

Your evaluation will become part of the nominee's confidential file, intended for use by the PMIP Review Committee. Please return this form, plus any additional sheets, in a sealed envelope to the nominee, who will submit the sealed envelope as part of the completed application package.

Thank you for your cooperation.

Name (First, Last, Middle)	Address (Street, City, State and ZIP Code)
Title	
Business or Occupation	
How long have you known the nominee?	
In what capacity have you known the nominee?	
Signature	Date Signed

*The application must be accompanied by two Independent Evaluations.

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Name (First, Last, Middle)	Address (Street, City, State and ZIP Code)
Title	
Business or Occupation	

How long have you known the nominee? _____

In what capacity have you known the nominee? _____

Signature	Date Signed

*The application must be accompanied by two Independent Evaluations.

PLACE
STAMP
HERE

Your Name _____

Street Address _____

City, State and ZIP Code _____